

## Aberystwyth University

### *Digital Curation: New Medium, Old Methods*

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# Manuscripts to Metadata: the Relevance of Core Skills in the Digital Age

Sarah Higgins

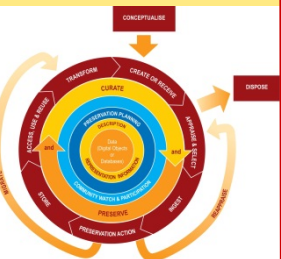
Lecturer, Aberystwyth University

Simon Wilson

Digital Archivist, University of Hull

Lisa Jeskins

Archives Hub, Mimas, University of  
Manchester

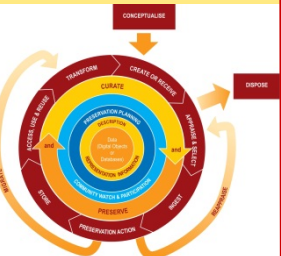


# Digital Curation: New Medium, Old Methods

Sarah Higgins

Lecturer in Archive Administration  
and Records Management  
Aberystwyth University

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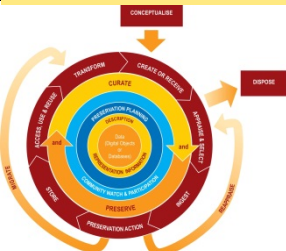
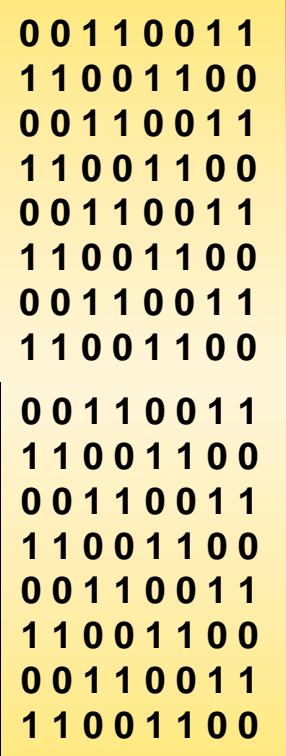


# Archives and access

The imperative of an archives repository is to manage the materials in their care so that they can be:

- Identified
- Located
- Used
- Preserved

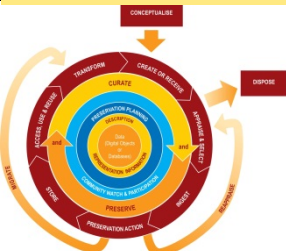
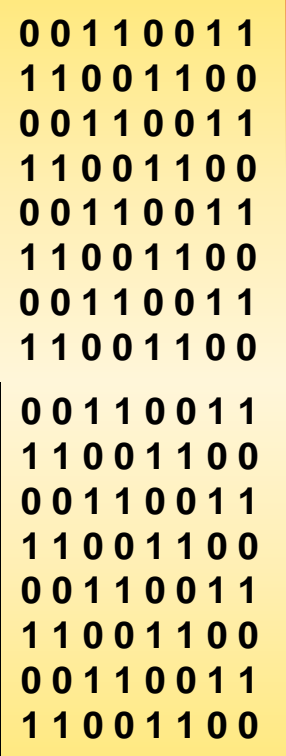
If material is not accessible then an archive is failing to fulfil a key objective.



# Archives and access

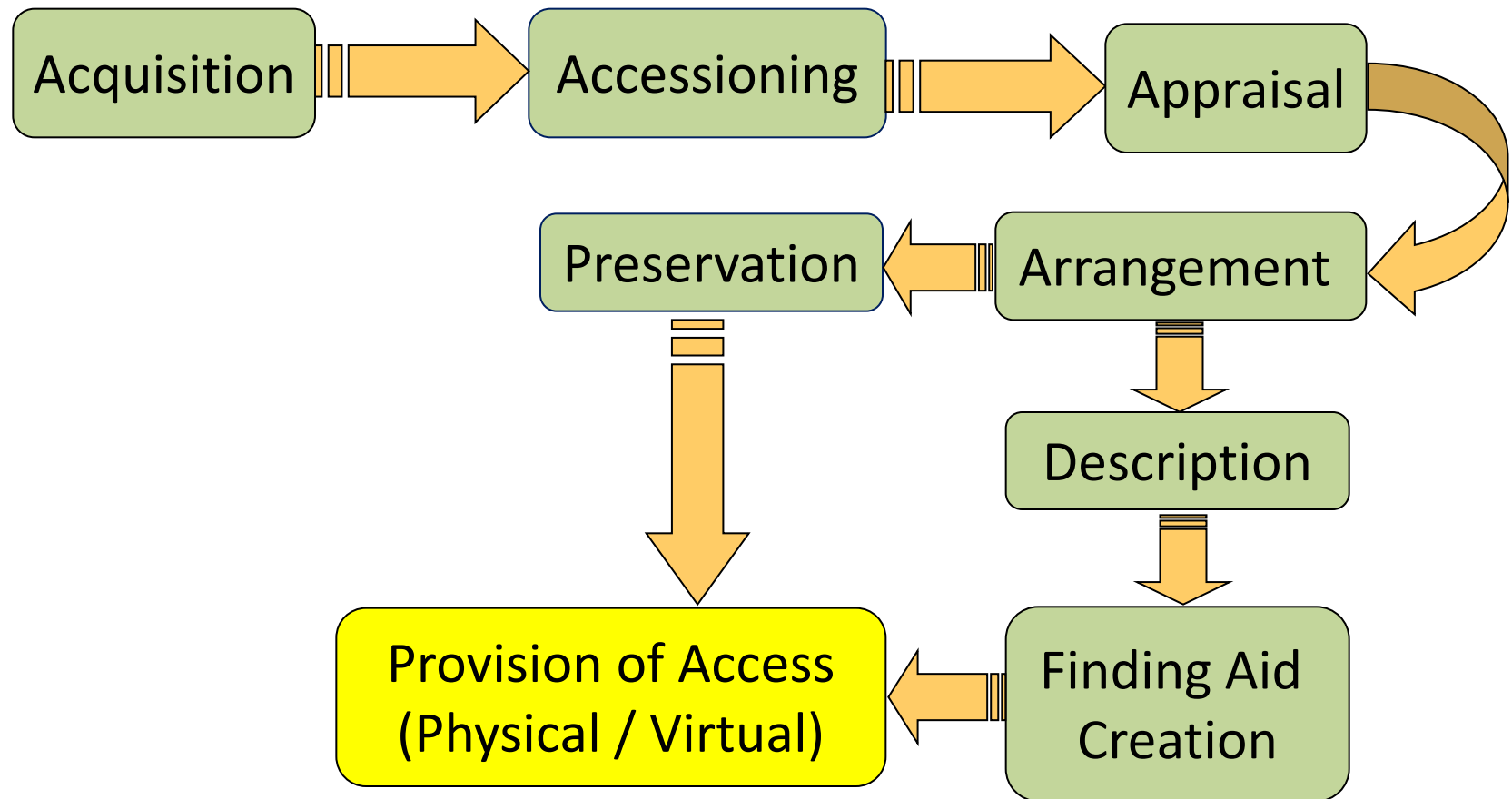
Retaining accessibility to information is a key objective whatever the medium:

- Stone and clay
- Paper
- Vellum
- Microfilm
- Photographic media
- Audio media
- **Digital media**



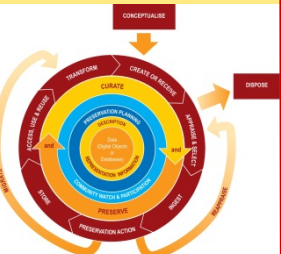
***“Moral and physical defence of archives”*** Jenkinson

## Collection Processing





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# Moral and Physical Defence: Process Supported by Policy

## Organisational Policy

Remit to maintain an archive

## Collection Policy

Defines what to collect

## Acquisition Policy

Formal transfer process

## Accessions Policy

What to document / assess

## Re / Appraisal Policy

What to keep , for how long

## Preservation Policy

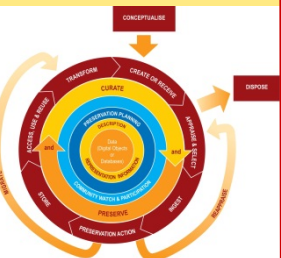
Storage, handling etc.

## Access Policy

Defines archive's users



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# Moral Defence: Archival Principles Support Process

## Arrangement

Hierarchical

- respect des fonds
- original order
- provenance
- function



## Description

Cataloguing rules

- context
- standards
- interoperability
- indexing
- reference numbers



## Finding-aid

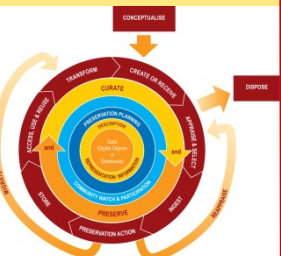
### Creation

- hard copy or online?
- digital images?
- Standalone / networks?
- digital repositories?





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# Digital Preservation

access alliance archiving article blog british  
collections congress develop **digital**  
educopia events experience explore geospatial group guenther helen  
highlights information infrastructure join **library** map  
memories national ndiipp ndsa news newsletter  
partners presented **preservation**  
**program** read recommending report series  
services software standards **stewardship** support sustained technology tips  
tools video **web** yes

Tag cloud of: <http://www.digitalpreservation.gov/>

# Digital Preservation Models

- DCC Curation Lifecycle Model:

*high-level overview of activities*

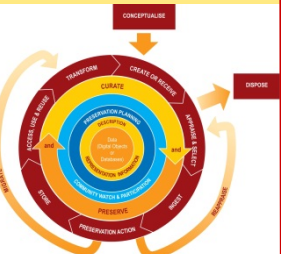
“... provides a graphical, high-level overview of the stages required for successful curation and preservation of data from initial conceptualisation or receipt”.

- OAIS (Open Archival Information System Reference Model – ISO 14721:2003)

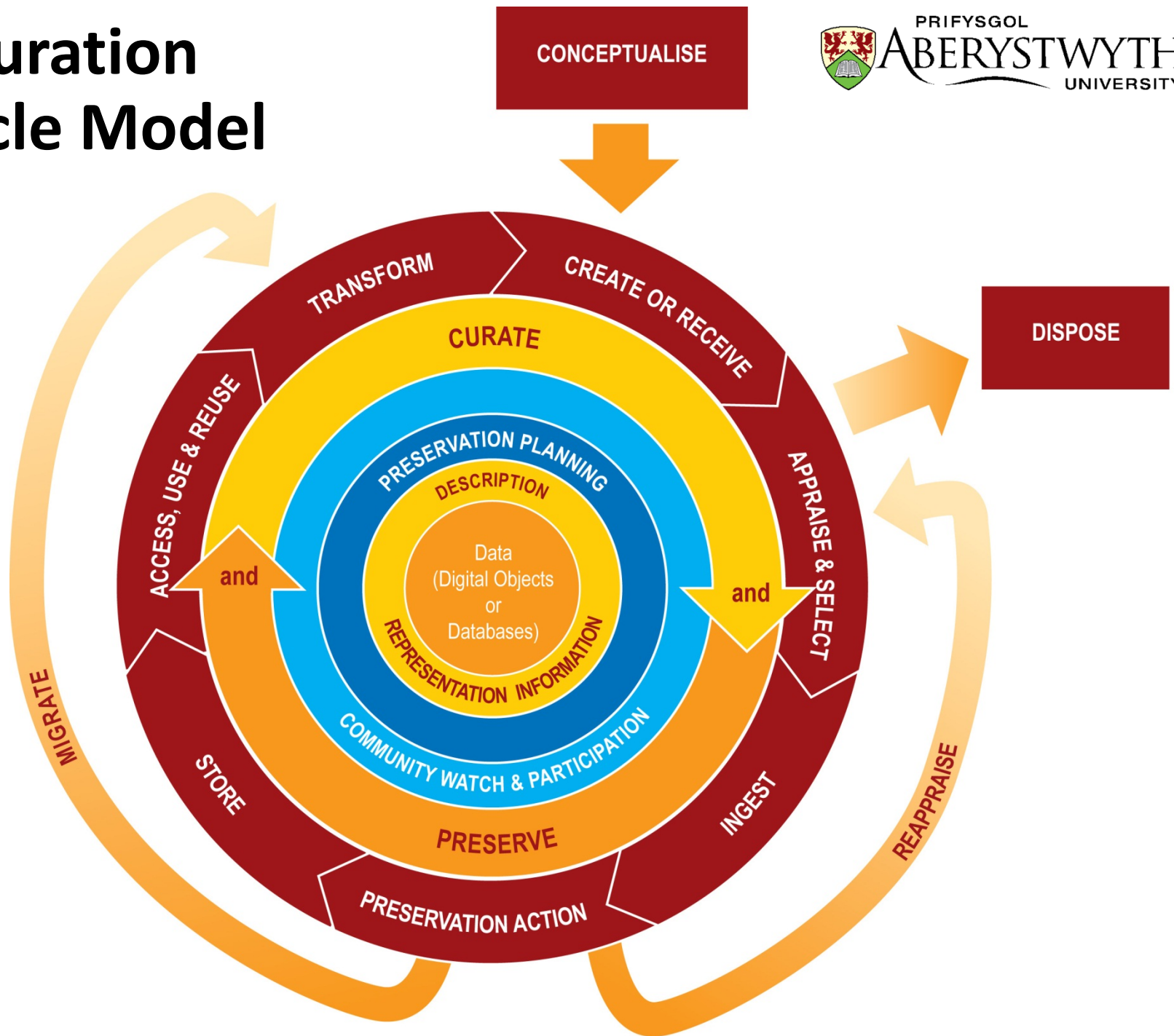
*nuts and bolts of activities*

“The purpose of this International Standard is to establish a system for archiving information, both digitalized and physical, with an organizational scheme composed of people who accept the responsibility to preserve information and make it available to a designated community”.

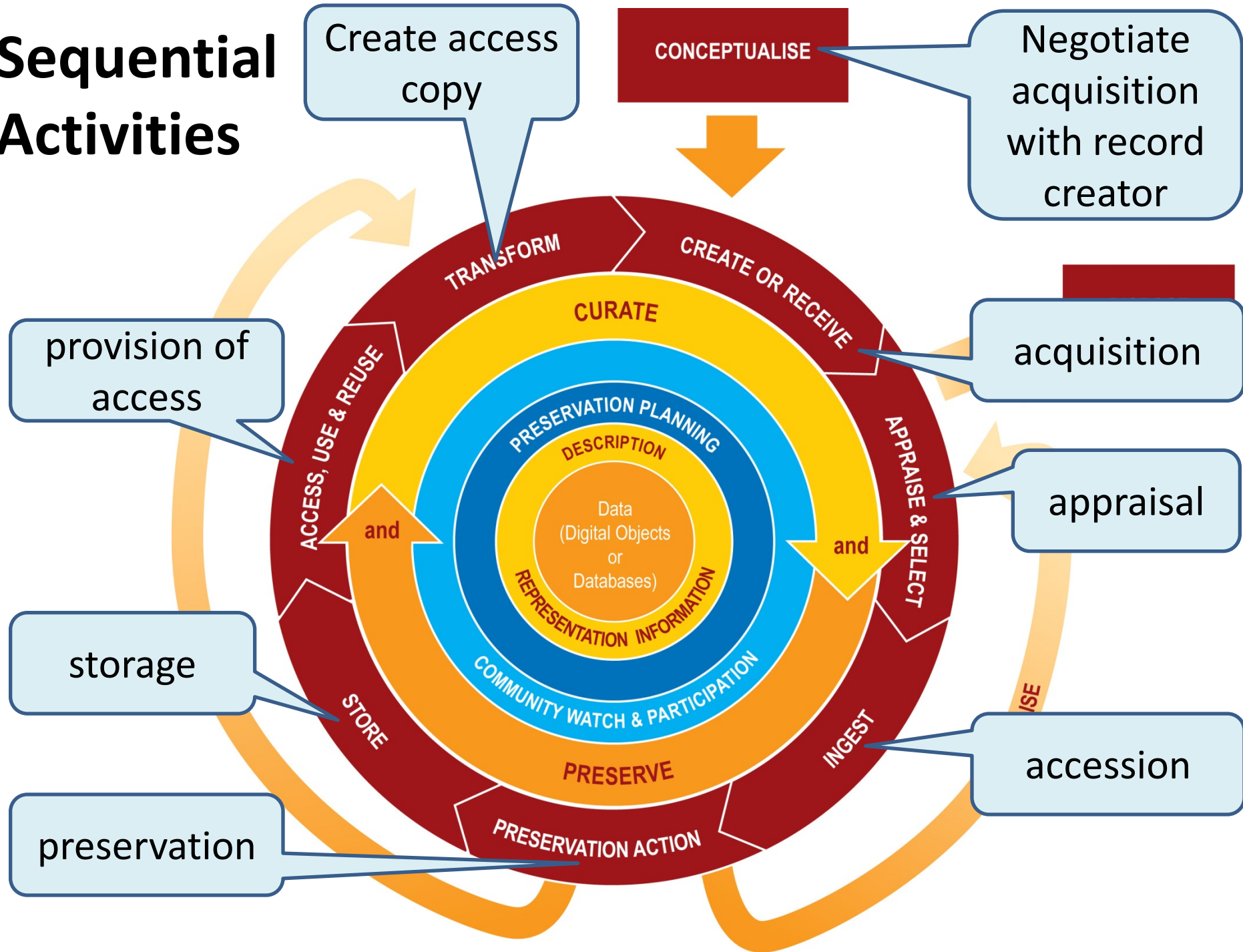
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# DCC Curation Lifecycle Model

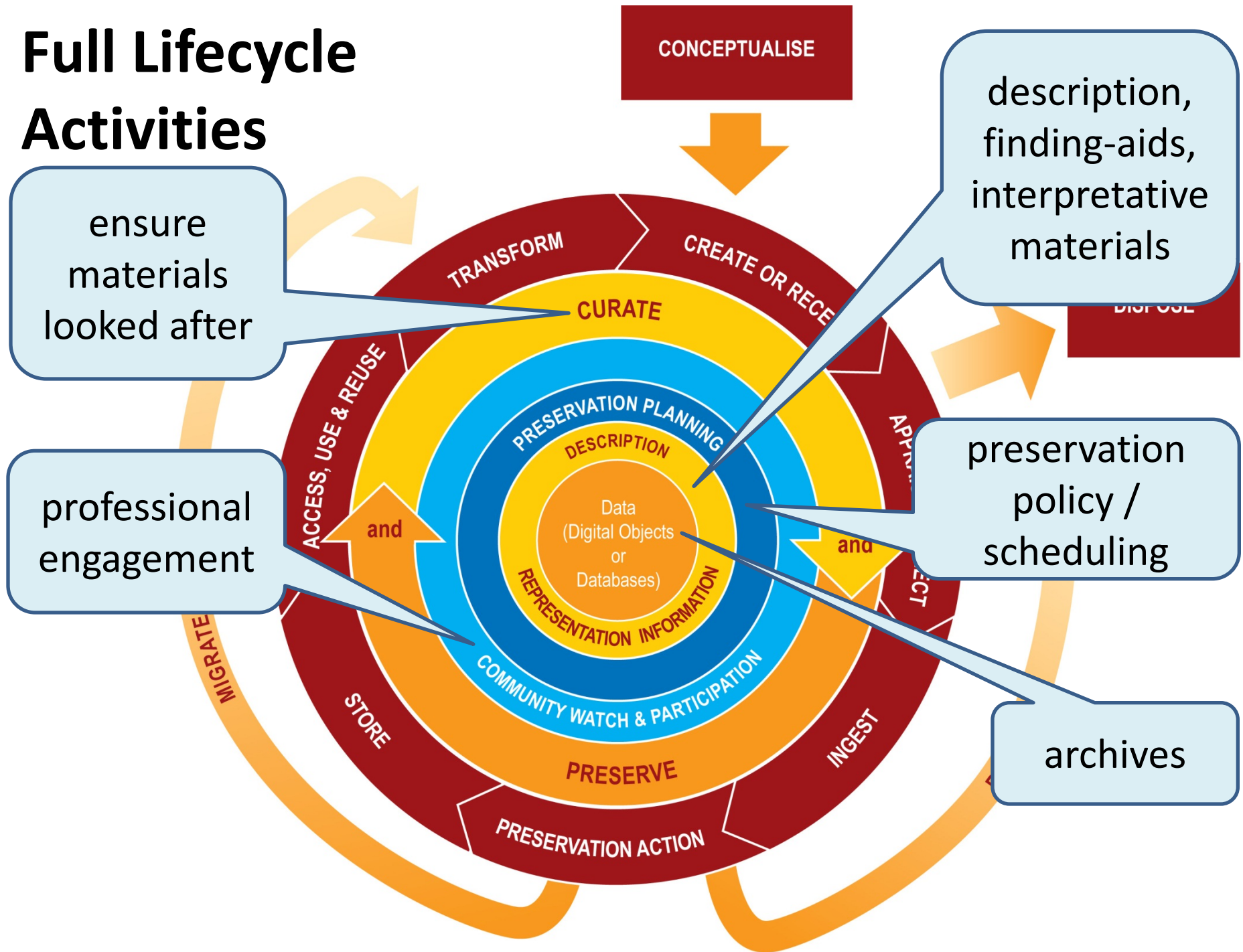


# Sequential Activities

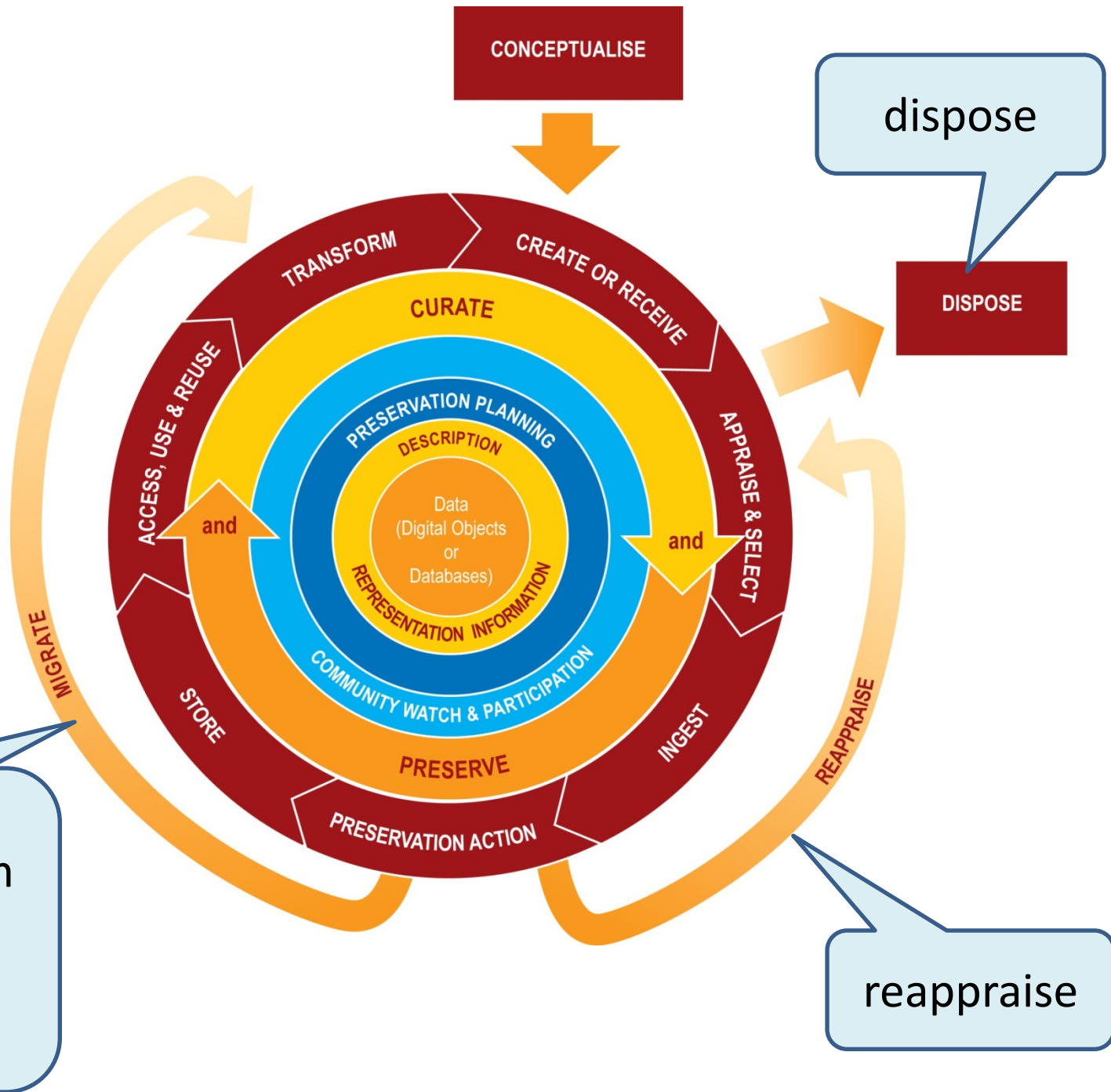




# Full Lifecycle Activities



# Occasional Activities



# OAIS

## 3 main tenets

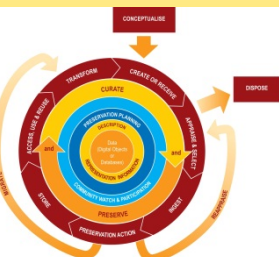
- Mandatory responsibilities
  - “Moral and physical defence”
- Functional model
  - actors and processes
- Information model
  - the specifics of description and interpretive materials needed to contextualise archival material – “moral defence”.

## Specific technical methodologies

- Preservation
- Interoperability



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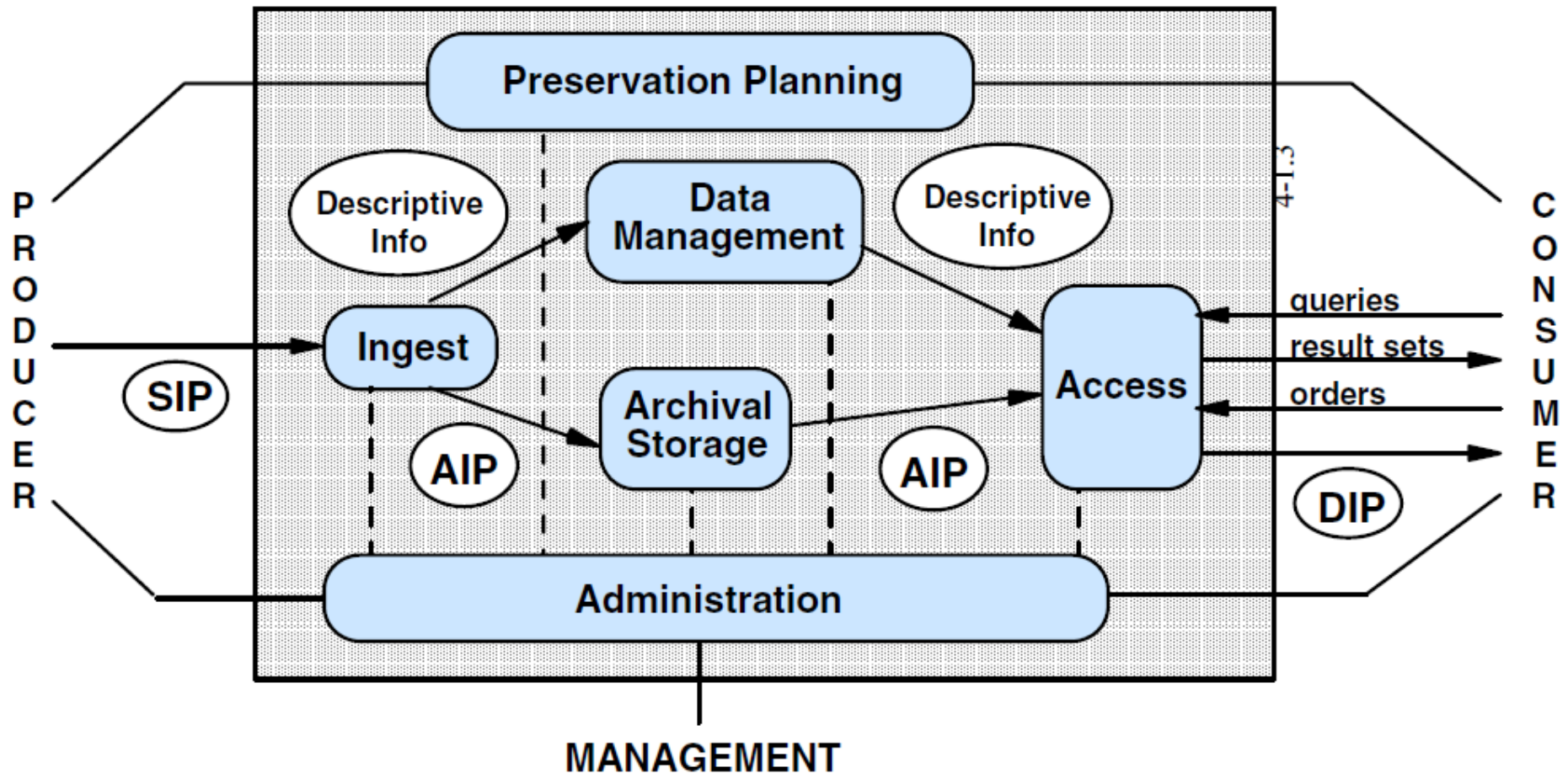
# OAIS – 6 mandatory responsibilities

1	<i>Collect archival materials from the creator and accession into the repository supported by Collections Policy, Acquisition Policy and Accessions Policy.</i>
2	<i>Arrange, describe and ensure finding-aids are available for the material. Prepare the material for storage by removing anything harmful to long-term preservation, packaging appropriately and store in a suitable environment.</i>
3	<i>Develop an Access Policy and access methodology to ensure the material can be made available to the identified users.</i>
4	<i>Provide contextual information through arrangement and description - catalogues, finding-aids and interpretive materials.</i>
5	<i>Implement a Preservation Policy which ensures the materials do not deteriorate and are handled appropriately. Ensure secure storage so that records are not tampered with or inappropriately copied.</i>
6	<i>Ensure provision and procedures for access are in place for the identified users.</i>

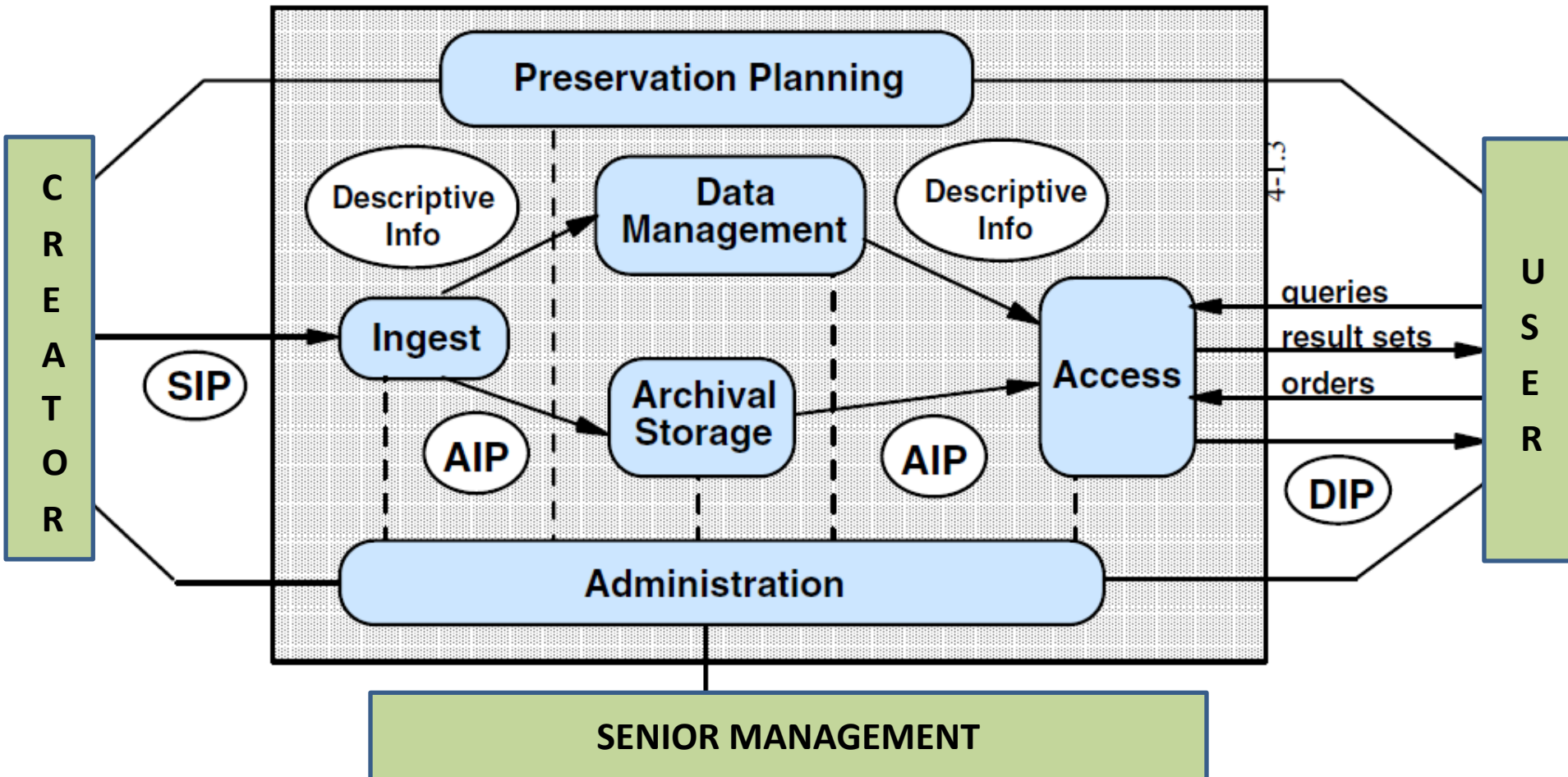


# OAIS – Functional model

## Actors, Archives, Processes



# Actors - OAIS – Functional Model



# Archives - OAIS – Functional Model

## OAIS packages

## Archival processing - stages

Submission  
Information Package  
(SIP)

Material in the state it is in when deposited with the archive – before arrangement, description and conservation activities.

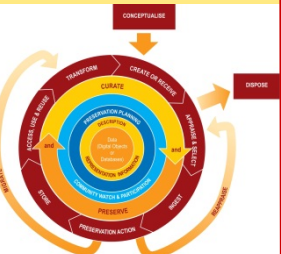
Archival Information  
Package (AIP)

Material arranged, described, conserved and packaged.

Dissemination  
Information Package  
(DIP)

Material as it is presented to the user, including preservation surrogates.

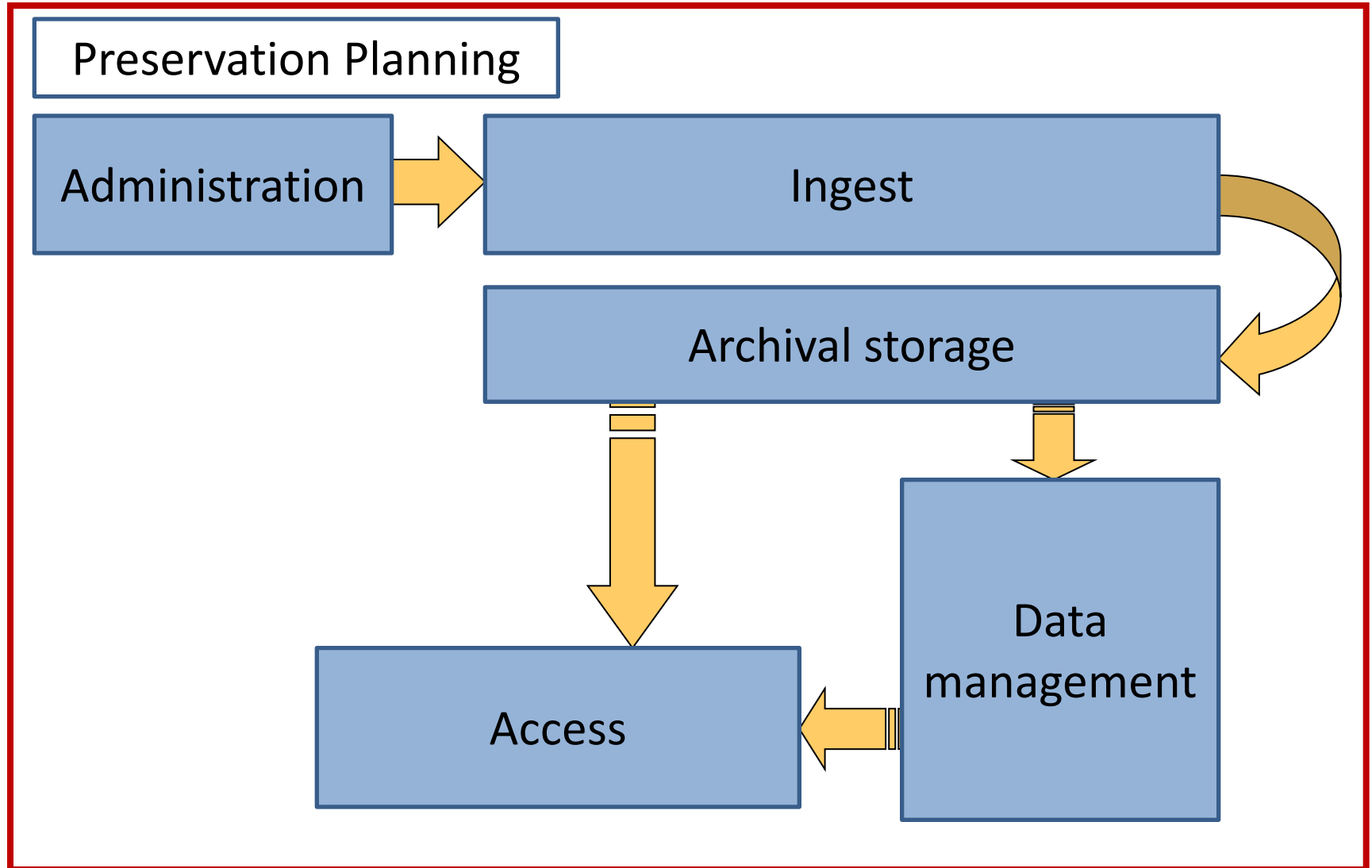
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# Processes- OAIS – Functional Model

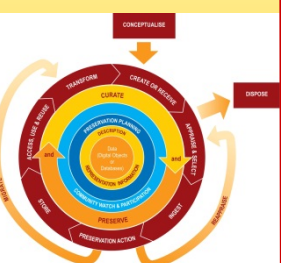
OAIS Functional Entities	Archival processes
Ingest	Accession and appraisal
Archival storage	Storage, arrangement, preservation and retrieval of archival material
Data management	Description and archive management
Administration	Acquisition, access control and IT management
Preservation planning	Preservation policy development and implementation
Access	Access policy and implementation
Common services	Support services external to the archive e.g. IT department, legal department

***“Moral and physical defence of archives”*** Jenkinson





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# Digital Curation: New Medium, Old Methods

- Curation of digital media has developed its own vocabulary and an accompanying mystique
- The archival processes are the same, just labelled differently



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